

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING
INSTRUCTION 10-202**



19 AUGUST 2010

Operations

**STATUS OF RESOURCES AND TRAINING
SYSTEM (SORTS) PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. It provides procedures for 439th Airlift Wing (439 AW) Measured Unit SORTS Monitors. It describes local procedures for training, safeguarding, reporting and presentation of SORTS data. It applies to all units assigned or attached to Westover Air Reserve Base (WARB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 AW/CP, 750 Hangar Ave, Box 28, Westover ARB, MA 01022-1732.

SUMMARY OF CHANGES

Reporting agencies updated in paragraph 1.1.

1. General. The following are specific procedures and responsibilities for the Measured Unit SORTS Monitors:

1.1. The reporting agency for the Wing is the Command Post (439 AW/CP). The Wing SORTS Manager will provide support to all units tasked to report SORTS. The following units are presently tasked to submit SORTS reports to the 439 AW/CP: 42nd Aerial Port Squadron, 58th Aerial Port Squadron, 439th Security Forces Squadron, 439th Aeromedical Evacuation Squadron, 439th Aerospace Medicine Squadron, 439th Civil Engineer Squadron, 439th Services Squadron, 439th Aeromedical Staging Squadron, 439th Airlift Control Flight,

439th Mission Support Squadron/Personnel Support for Contingency Operation, 439th Logistics Readiness Squadron, 439th Financial Management, 337th Airlift Squadron, 439th Communications Squadron, 439th OSS/Intel, 439th Maintenance Group and 439th Aircraft Maintenance Squadron.

1.1.1. The Wing SORTS Manager and Alternate will accomplish the following actions:

1.1.1.1. Conduct and document quarterly training for Measured Unit SORTS Monitors.

1.1.1.2. Conduct initial training for all newly appointed Measured Unit Commanders, however, the SORTS Data Handler's Course is highly recommended. Commander's refresher training will be conducted annually.

1.1.1.3. Ensure all training is recorded in the unit SORTS binder on an AF Form 1098, *Special Task Certification and Recurring Training*.

1.1.1.4. Ensure that the most current changes in unit SORTS data and reporting requirements are forwarded to the Unit Monitors.

1.1.1.5. Ensure all time sensitive changes are forwarded immediately to Unit Monitors and Unit Commanders.

1.1.1.6. Provide each unit with a copy of their current database.

1.1.1.7. Provide each unit with the most current Designed Operational Statement (DOC), as distributed through Global Command and Control System (GCCS)/Secret Internet Protocol Network (SIPRNET) computer system.

1.1.1.8. Act as point of contact and serve as liaison between higher headquarters and unit level reporting agencies.

1.1.1.9. Comply with Wing SORTS Manager responsibilities as outlined in AFI 10-201, *Status of Resources and Training System, AFRC Sup 1*.

1.1.1.10. Compile, input and transmit unit SORTS data via the Readiness Assessment System Input Tool on the GCCS/SIPRNET computer connection.

2. Unit Duties. Commanders designate in writing a primary and alternate Measured Unit SORTS Monitor. The primary handler will be an Air Reserve Technician (ART).

2.1. Commanders will:

2.1.1. Designate, in writing, a representative to sign the SORTS reports in their absence.

2.1.2. Review, initial and date their DOC Statement when received and annually thereafter.

2.1.3. Provide the Wing SORTS Manager a copy of all memorandums of designation for inclusion in the unit's SORTS binder.

2.1.4. Certify the information is current and correct by signing the report.

2.1.5. Signify their review of the current database product by signing the SORTS database report.

2.2. Unit SORTS Monitors will:

2.2.1. Turn in monthly SORTS reports to the 439 AW/CP not later than every 30 days to ensure report currency.

2.2.2. Coordinate pick-up and drop-off times for the reports with the 439 AW/CP.

2.2.3. The SORTS binders will not be issued without proper means of transporting classified materials, i.e., briefcase. The unit is solely responsible for this provision.

2.2.4. All unit SORTS binders will be stored in the 439 AW/CP in CP SAFE 2. Each unit will be responsible for the maintenance of their unit binder, i.e., ensuring binder and contents are marked in accordance with DoD 5200.1 PH, *DOD Guide to Marking Classified Documents*, posting changes, purging and destroying outdated information and providing new binders, as required.

2.2.5. Review the current GSORTS database for accuracy and / or errors within three duty days after the SORTS reports are transmitted. Errors will be corrected for resubmission and then posted in unit SORTS binder.

3. Inspection. Units will perform a semi-annual self-inspection, to be completed by the Measured Unit SORTS Monitor, and then signed by the Measured Unit Commander. The completed inspection checklist is to be submitted to the Wing SORTS Manager during the Unit Training Assembly.

ROBERT R. SWAIN, JR., Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*, 30 October 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1098, *Special Task Certification and Recurring Training*, 1 August 2002

AFI 10-201 AFRC Sup 1, *Status of Resources and Training System*, 11 January 2007

DoD 5200.1-PH, *DOD Guide to Marking Classified Documents*, 1 April 1997